# RELM PROCESSING

*GySgt Morvant*
*MMEA-6*
*MMEA Liaisons*

# FIRST STOP

MMEA 82 Liaison – GySgt Dover

(02XX, 03XX, 35XX, 58XX)

MMEA 83 Liaison – SSgt Hart

(01XX, 04XX, 05XX, 11XX, 13XX, 21XX, 23XX, 33XX, 34XX, 30XX, 31XX, 41XX, 43XX, 44XX, 46XX, 55XX)

MMEA 84 Liaison – GySgt Morvant

(06XX, 26XX, 28XX, 40XX, 59XX, 60XX, 61XX, 62XX, 64XX, 66XX, 68XX, 72XX)

# CORRECT SUBMISSION?

- RELM type
- Number of months
- Active duty/Reserve
- CO'S certification/comments
- Verify height, weight, body fat
- Current PFT
- Draw case codes
- Convictions:  NJPS/court martial/civilian convictions

# FIRST TERMERS

- SNM'S EAS in current FY
- Boatspaces available?
- Average PRO/CON
- Fitness reports for Sgt/more than one year
- Duty station choices
- CRS comments/certification

# EXTENSIONS

- Correct number of months
- Service limitations
- CO’S certification/comments
- CRS certification/comments
- Reason for extension
- Supporting documents
- No cross FY extensions!

# LATERAL MOVES

- Ensure that Marine is qualified for requested MOS
- Ensure documents are attached
- Ensure PMOS is closed
- Ensure requested MOS is open
- Commanding General endorsement?

# ROUTING (NO ISSUES)

- CRS
- Appropriate Liaison
- Monitor
- FTAP Chief
- CRS

# ROUTING (ISSUES)

- CRS
- Appropriate Liaison
- Monitor
- Unit Monitor Head
- Assistant Head of MMEA-8
- Head of MMEA-8
- FTAP Chief
- FTAP Officer
- ASST Head of MMEA-6
- Head of MMEA-6
- FTAP Chief
- CRS

# LATERAL MOVE ROUTE CLOSED MOS

- CRS
- Appropriate Liaison
- Gaining Monitor
- Gaining Monitor Head
- FTAP Chief

# LATERAL MOVE ROUTE OPEN MOS

- CRS
- Appropriate Liaison
- Losing Monitor
- Losing Unit Monitor Head
- Gaining Monitor
- Gaining Unit Monitor Head
- FTAP Chief

# DOCUMENTATION

- GG'S Endorsement
- Medical documents (pregnancy)
- Civilian documents
- Unit punishment book (UPB)
- Page 11/12
- Interviews/Special Security Letter (SSO)
- Screening checklist (SDA)
- Statement of service

# COMMON PROBLEMS

- CRS is not referring to the RELM Submission Handbook
- 24 month request
- No current  PFT
- No boatspaces
- No CO or CRS certification
- No supporting documents

# COMMON PROBLEMS

- No duty station choices
- Marine in wrong FY
- Not within standards
- Missing fitness reports

# COMMON PROBLEMS

- Checklist for SDA RELMs
- Statement of service for PSEP
- Applicant statement (TFRS MSG 714)
- CG waivers for open to open MOS’s